

**Town of Sunset Beach  
2014/2015  
Council Planning Session  
February 17, 2015**

**MINUTES**

**Members Present:** Mayor Ron Watts, Mayor Pro-Tem Lou DeVita, Councilman Mike Williams, Councilwoman Carol Scott, Councilman Terry Johnson and Councilman Wilson Sherrill

**Staff Present:** Susan Parker, Town Administrator; Bonnie Schwerd, Finance Director; Cindi Stephenson, Deputy Finance Director; Dustin Graham, Public Works Department Director; Rawls Howard, Planning Director; Kevin Dempsey, Fire Department Chief; Richard Childres, Assistant Fire Chief; Lisa Joyner, Police Chief; Joe Smith, Detective and Lisa Anglin, Town Clerk.

Mayor Watts called the Work Session to order.

**A Year in Review**

Susan Parker provided the Council the following review of projects:

- 39<sup>th</sup> Street Emergency Access – Project placed on hold due to the possibility of increased costs and width issues.
- Beach Signs – 5 Installed. Recommendation: Update the 5 signs and the existing beachside (Blue) access signs. Delay installation of all access signs until the new tent policy has been tested
- Chapter 95 – Completed
- Streetscape – Completed
- Park Phase 1 – In progress, plan to open Town Park in May 2015
- Roundabout – Completed
- Road Resurfacing – Completed
- Dredging of mouth of feeder canal – Completed
- Dredging Plan – Delayed, funding required to complete survey of canals and the establishment of District
- Fire Department – Beach Equipment – Beach Patrol status will determine need for additional equipment.
- PEG Channel – Completed, further development may be dependent upon funding.
- Strand Measurement Baseline – Completed.
- Landscape Management Plan – Completed.

**Committee Updates**

The following updates were received from the noted Council members:

Main Street Planning – Lou DeVita and Carol Scott – RFP for Paid Parking on Main Street and the Streetscape parking area has been released and are due on February 27, 2015.

Phase 2 of Town Park – Lou DeVita and Terry Johnson – On hold until Phase 1 is completed.

**Committee Updates (Cont.)**

Vision Plan with Planning Board – Carol Scott and Mike Williams – Planning Board is working on an overlay district.

Bike Plan – Wilson Sherrill, Carol Scott and Ron Watts – The Council discussed the proposed bike plan route which includes Park Road and Shoreline Drive East as share the road. The Highway 179 portion is being incorporated into the Vision Plan.

Public Works Future Space – Mike Williams and Wilson Sherrill – Seeking available property

Canal Tax District – Terry Johnson, Carol Scott and Ron Watts – Staff level review and budget proposal

Birdwalk Benches/dedication plaques – Mike Williams – Policy being developed; plaques for Ed Gore and Carl Bazemore being ordered.

**Goal 1 - Plan**

Fiscal Policy – Bonnie Schwerd and the Council reviewed the revised draft. Council will consider approval during the March meeting.

Capital Improvement Plan Policy – Schwerd and the Council reviewed the revised draft. Council will consider approval during the March meeting.

Financial Forecasts – Schwerd shared a power point presentation of the financial forecast with the Council. Additional information will be provided to the Council during the budget process.

Asset Replacement Plan – Schwerd advised that the Asset Replacement Plan will be developed over the next fiscal year with significant input from the Town Administrator and Department Heads.

Pedestrian/Biking Plan, Vision Plan & Overlay District – Rawls Howard and the Council discussed creating a Comprehensive Plan which would incorporate the Pedestrian/Bike Plan, the Vision Plan and the Land Use Plan to provide an overall planning document for the Town. The Planning Board is working on the Overlay District for Council consideration.

Space Plan – Public Works; Town Hall – Parking Needs – Councilman Sherrill and Councilman Williams are researching available parcels in which to relocate the Public Works Department for Council consideration during the budget process. Council will consider land acquisition during the budget process.

Efficiency/Cost Reduction Study – Schwerd is continuing to evaluate and study.

The Council recess for a morning break for 10 minutes and then reconvened.

**Goal 2 – Public Safety**

39<sup>th</sup> Street Emergency Access –Parker requested Council to defer until the budget process as staff is determining feasibility of this access.

Beach Signage Updates – Parker recommended updating the 5 existing signs and delaying the purchase and installation of the remaining 28 signs until the budget process. The Council reached a consensus to proceed with the purchase and installation of the remaining 28 signs now.

Beach Patrol & Fire Department Beach Equipment – Chief Joyner advised that more police presents will be on the strand this season with the officers riding the strand periodically during the peak times. Dustin Graham advised Council that 5 additional beach patrol employees will be needed this year to assist with enforcement of the revised tent ordinance. Mayor Watts advised of his plan to visit Carolina Beach to review their tent operation. Chief Dempsey recommended training the beach patrol in first aid or to stage EMT personnel on the Strand to respond to emergencies instead of staff responding from Fire Station 1. If EMT's are staged on the beach strand, Chief Dempsey would like the Beach Patrol Operation to function under the Fire Department instead of Public Works. The Council reached a consensus to support EMT's on the beach strand and the beach patrol operation to function under the Fire Department. Staff will provide Council with an updated plan during the March Work Session.

**Goal 3 - Infrastructure**

Road Paving/Crack Sealing – Dustin Graham advised that the street resurfacing schedule will be finalized in the next two (2) years afterwards a crack sealing program will be put in place.

Beach Walkway Maintenance – Graham advised that the Public Works Department Staff is building the west-end walkways to extend out past the growing front dune line. The Council briefly discussed the leaf and limb collection service.

Stormwater System Replacement Plan – Parker advised that Staff plans to visually inspect each catch basin to determine its condition and functionality. This will allow Staff to develop a replacement, repair and maintenance schedule for the entire Stormwater System. Parker advised that Staff will be developing an ordinance concerning stormwater systems standards for dedication to the Town.

**Goal 4 – Effective & Efficient Governance**

Technology Improvements/GIS & CAD – Howard advised Council of the need to upgrade his existing personnel to include a Geographic Information Systems (GIS) Analyst. Howard requested to reclassify the vacant Building Inspectors position to that of a GIS Analyst. The position would require additional GIS/CAD hardware and software.

Electronic Records Management System – Lisa Anglin informed the Council of electronic meeting management software and electronic records management systems needed to convert the Town records to digital files contained in an electronic indexed, searchable database for Staff and the public.

Telephone System – Anglin advised Council that Staff is working with ATMC to obtain a quote to replace the current Town Hall, Building Inspections and Police Departments phone system which is outdated and has reached its maximum capacity for Council consideration during the budget process.

#### **Goal 4 – Effective & Efficient Governance (Cont.)**

Staff Development – Parker is working with the department heads for Staff development opportunities.

Financial System Upgrades – Schwerd is reviewing software to determine upgrades needed and anticipating additional software cost pending Council approval of level of services desired.

A/V Equipment Upgrades – Parker recommended upgrading the A/V Equipment in the Council Chambers including additional screens, TV and projection system.

Public Works Administrative Assistant – Parker and Graham advised Council of the need to convert the Maintenance I vacancy into an administrative assistant position that would be split between Public Works and Administration. The duties for each department were outlined and the proposed job description was provided.

#### **Goal 5 – Quality of Life**

Town Park – Phase 1 – Parker advised that the tentative opening date is Memorial Day 2015. Staff is working with CAMA, State Stormwater, US Fish and Wildlife, and the Army Corps of Engineers for permitting. An engineering firm will be selected soon to provide the engineer plans for the permitting process. Carolina Creations is working on the driveway expecting completion by the end of this week. Elevation issues have arisen with the observation deck and pier that are being mitigated. Preliminary estimates of the bathroom cost are between \$40,000 and \$100,000.

Town Park – Phase 2 – Parker advised that Staff is concentrating on Phase 1 only at this time. Phase 2 will be discussed during the budget process.

Main Street – Shoulder Widening – Parker advised that NCDOT is offering to partner with the Town to widen the Main Street right of way by 4 feet on each side when resurfacing in 2016/2017. The Town would pay for the right of way paving totaling \$545,000 and NCDOT will maintain it. A brief discussion was held concerning stormwater issues on Main Street.

Multi-Modal Path –Outfitters – Parker advised that Coastal Outfitters has committed to funding \$10,000 of the sidewalk project from the Roundabout to Station Trail. The estimates cost for the project is \$50,000.

Dredging Feeder Channel/Canals – Parker advised that approximately \$50,000 is needed to initiate the engineering and surveying of the Channel and canals which is required for the permitting process.

Island Parking – Parker and the Council discussed parking enforcement on Main Street and reached a consensus to review the parking ordinances for potential amendments. Chief Joyner agreed to provide Council with parking citation numbers from the last summer season.

#### **Prioritize Objectives**

The Council performed an exercise to establish the priorities per Goal to give Staff direction for the upcoming budget preparation process. The following are the results of the exercise:

**Prioritize Objectives (Cont.)**

**Goal 1 - e, f & g**

Priority: e – Pedestrian/Bike Plan,  
g – Space Plan,  
f – Vision Plan & Overlay District

**Goal 2 - b, c & d**

Priority: b – Beach Signs,  
c – Beach Patrol,  
d – Beach Equipment

**Goal 3 – a, b, & c**

Priority: All three have equal importance – Road Paving, Beach Walkway Maintenance, Stormwater System replacement Plan

**Goal 4 – a – h**

Priority: Council recommended that Parker prioritize Goal 4 items.

**Goal 5 – a – f**

Priority: a – Town Park Phase 1, in progress  
  
d – Multi-Modal Path from Roundabout to Station Trail,  
e – Dredging Feeder Channel/Canals,  
c – Main Street Shouldering Widening Project with NCDOT,  
f – Island Parking,  
b – Town Park Phase 2.

**Public Comments**

Karen Joseph 915 Sandpiper Bay Drive – Reminded the Council that when the beach rules signs were discussed during past Retreats the placement decision was made to place them in the sand at the walkways instead of at the Street.

Tom Vincinz 422 36<sup>th</sup> Street – Advised Council that the Feeder Channel needs to be dredged now to ensure that boaters from the finger canals can get out to the ocean or waterway.

Rich Cerrato 517 Twisted Oak Lane – Voiced concerns about the spending trends and suggested that the wants and needs of the Town be analyzed.

Nina Marable 502 North Shore Drive – Voiced concerns about the island stormwater system; advised that the poor stormwater management on North Shore Drive was causing Blaine Creek to fill in.

COUNCILMAN SHERRILL MADE A MOTION TO ADJOURN THE FEBRUARY 17, 2015 PLANNING SESSION. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Town of Sunset Beach**

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Ron Watts, Mayor

Submitted by:

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Lisa Anglin, Town Clerk